

## Sample: Banner Page

### WASHINGTON STATE DEPARTMENT OF RETIREMENT SYSTEMS

PO Box 48380 Olympia Washington 98504-8380

#### Employer Information

Reporting Group (Department) No: **5000**

Retirement System: **PERS**

Employer Organization Number : 3123

PAYROLL OFFICER  
MODERNITY, CITY OF  
P.O. BOX 754  
MODERNITY, WA 99999

Make address :  
changes here :  
and return to DRS :

#### DRS Addresses

\* Mail transmittal reports to: Department of Retirement Systems  
PO Box 48380  
Olympia, WA 98504-48380

\* Mail payments to: Department of Retirement Systems  
PO Box 9018  
Olympia WA 98507-9018

#### \*\*\*\*\* Is some of your information being rejected? \*\*\*\*\*

TRS and SERS Plan 2 members can transfer to Plan 3 during the month of January only. Please encourage PERS Plan 2 members to read all Plan 3 literature provided by DRS. Plan 3 transfer window for members of state agencies and higher education employers begins March 2002. PERS Plan 3 transfer window for all other PERS employers begins September 2002. DRS encourages employers to call the phone number below whenever you have a question on what to report or how to report a member to DRS. Please refer to DRS Notice 01-003 dated April 24, 2001.

#### Questions?

For more information about transmittal reporting, see your DRS Employer Handbook.

For transmittal reporting questions, call Employer Support Services at (360) 664-7200.

Or our 800 number: 1 (800) 547-6657